

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Enforcement Operations</u> STATEMENT NUMBER <u>5.12</u>
SUBJECT: <b>BAIL SUPERVISION</b>	EFFECTIVE DATE <u>02/15/06</u>
PROPONENT: <u>Michael McAlister, Acting Director</u> <i>Name/Title</i>	REVIEW DATE <u>10/01/07</u>
<u>Field Services</u> <u>271-5652</u> <i>Office Phone #</i>	SUPERSEDES PPD# <u>5.12</u>
	DATED <u>10/15/02</u>
ISSUING OFFICER:	DIRECTOR'S INITIALS _____
	DATE _____
<u>William Wrenn, Commissioner</u>	APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. **PURPOSE:**

To provide guidance to Probation/Parole Staff for the supervision and maintenance of bail supervision cases ordered by the Court.

II. **APPLICABILITY:**

To all staff within the **DIVISION OF FIELD SERVICES ONLY**

III. **POLICY:**

It is the policy of the Department of Corrections; Division of Field Services shall provide bail supervision services to individuals for whom the Court has ordered supervision as a condition of bail. The department policy is that personal face-to-face contact shall be the method of verifying compliance with bail conditions, unless otherwise specified by the Court.

IV. **PROCEDURE:**

- A. The bail supervision request will be logged in accordance with current clerical procedures for new cases.
- B. The Chief Probation/Parole Officer (CPPO) or Officer in Charge (OIC) will assign the case to a Probation/Parole Officer (PPO) or to a Case Technician for monitoring.
- C. A client profile will be completed.
- D. The PPO/Case Technician shall monitor and enforce only those bail conditions authorized by the court.
- E. The bail conditions will be provided to and reviewed with the offender at the initial meeting to insure that the offender is aware of their responsibilities (Attachment 1).
- F. Unless otherwise required by the supervising officer, the offender shall personally complete a Probation/Parole Report Form (attachment 2) or sign a Bail Supervision Log at the field office. Each form or entry is to be dated with the current date.
- G. The PPO/Case Technician shall immediately report any violation of bail conditions to the prosecutor responsible for the case. The report shall be in written form, detailing the breach of conditions and may include recommended action. A copy of the report shall be provided to the Court of jurisdiction.

- H. Should no action occur on a recommended violation of bail conditions and the offender continues to be in non-compliance with the bail conditions, the officer shall notify the Court and the prosecutor that supervision is not possible due to the lack of cooperation by the offender. The case will then be placed in a closed status if the prosecutor does not seek a hearing on the matter.
- I. The Director shall evaluate bail supervision and any other pretrial services on an annual basis

REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition. Standards

Standards for Adult Correctional Institutions  
Fourth Edition Standards

Standards for Adult Community Residential Services  
Fourth Edition. Standards

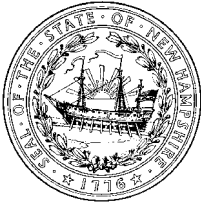
Standards for Adult Probation and Parole Field Services  
Third Edition. Standards

**3-3036**

Other

MCALISTER/pf

Attachment



**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF FIELD SERVICES**

**PO BOX 1806  
CONCORD, NH 03302-1806  
603-271-5652 FAX: 603-271-0414  
TDD Access: 1-800-735-2964**

**William Wrenn  
Commissioner**

**BAIL REPORTING INSTRUCTIONS**

State v. \_\_\_\_\_ Docket Number:  
I, \_\_\_\_\_, understand that I have been placed on Bail Supervision by the  
\_\_\_\_\_ Court on \_\_\_\_\_ (date).

I understand a condition of Bail Supervision requires that I report in person to  
District Office of the Department of Corrections as follows:

I understand that the special conditions of my Bail Supervision are as follows:

I understand that I must keep my reporting officer advised of my address, phone number, employer, etc.,  
at all times.

I understand that my reporting officer is \_\_\_\_\_. H/She can be reached at  
\_\_\_\_\_ Monday through Friday between 8:00 a.m. and 4:30 p.m.

I understand that failure to comply with these bail conditions will result in my reporting officer informing  
the Court that I have failed to comply and that I may be returned to jail pending adjudication of these  
matters.

\_\_\_\_\_  
Offender's Signature

Date

\_\_\_\_\_  
Officer's Signature

Date

NHDOC DIVISION OF FIELD SERVICES  
BAIL SUPERVISION REPORTING RECORD

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Telephone Number: \_\_\_\_\_

Employer: \_\_\_\_\_

Reporting Instructions: \_\_\_\_\_

\_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

Court: \_\_\_\_\_

SS#: \_\_\_\_\_ UA?

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Reported to: \_\_\_\_\_ OV TC VM

Changes/Police Contacts: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Reported to: \_\_\_\_\_ OV TC VM

Changes/Police Contacts: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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Signature \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_